

**Vacancy Number: B05/0110**

**Post Number: OSC SWP 0060**

**Job Title: Assistant Contract Works (Construction)**

**NATO Grade: B-5**

**Basic Monthly Salary (12 x per year): 3.756,71 € tax free**

**Closing Date: 07 June 2010**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Directorate:** HQ Support Group (DOM)

**A. POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations. DOM directs or coordinates selected aspects of the day-to-day operation of SHAPE. HQ Support Group SHAPE ensures the overall functioning and support of the HQ facilities and all related services (less CIS services) during peacetime, crisis and war to SHAPE. Public Works and Logistics is responsible for the overall direction, administration, planning, programming, supervision and coordination of engineering and maintenance functions for the installation. Supports transportation requirements of HQ personnel, official visitors and community and provides operations management and administration of transportation and maintenance of assigned vehicles for headquarters. Provides provisions for petroleum, oils, lubricants services for HQ. The Public Works & Logistics maintains the SHAPE infrastructure. Project Management is a section that performs construction, rehabilitation, alteration, and/or maintenance activities and facility support using contractual instruments. Provides work reception, energy management control and work management systems support, technical design and drawing capability and coordination of contract actions. Performs all budgeting activities for the Project Management Section. Provides construction related Facilities Management expertise in the planning, execution and final delivery of maintenance and minor new work projects on SHAPE.

**B. REPORTS TO**

Assistant Contract Works, OSC SWP 0040.

**C. PRINCIPAL DUTIES**

The incumbent undertakes the following principal duties:

1. Develops construction engineering technical designs, specifications and rough costings for roughly 30 to 40 projects annually with an annual value of 2 to 3 Million Euro.
2. Develops designs and specifications based on technical knowledge, standard accepted practices, and experience; conceptual design requirements often provided by client/customer and engineering/economic feasibility.

3. Co-ordinates, analyses and negotiates design proposals and costings with external contractors to ensure technical acceptability and fair prices.
4. Inspects construction works projects for progress, compliance, possible cost-saving modifications, partial payment certification, and provisional and final acceptance of construction works at project completion.
5. Ensures that all directives and policies concerning construction standard practices and safety requirements are being implemented.
6. Provides analysis and studies reports.
7. Co-ordinates with customers/clients for requirements and progression of projects.
8. Co-ordinates with other PW&L technicians or external contractors on project execution and integration.
9. Supervises and inspects progress of projects for compliance and acceptance.
10. Carries out the duties of project manager for construction biased multi-discipline projects.
11. Is the constant liaison with the customer/client during the execution phase of a project.

NATO committee responsibilities: NATO Tender Evaluation Board – Contributor.

Legal authority is held: None

Budget authority is held: None

Decision authority is held: None

Supervisory duties: None

#### **D. ADDITIONAL DUTIES**

The incumbent of the post acts as the Public Works & Logistics Duty Engineer as directed.

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

### **QUALIFICATIONS**

#### **A. ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

Practical experience in the operation and maintenance of modern structures and associated installations, utilities and building management systems.

##### **2. Education/Training**

Higher Secondary education and completed higher vocational training in construction engineering field or related discipline leading to a formal technical or professional certification with 3 years post related experience, or a Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

##### **3. Language**

English SLP 3322 (Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

##### **4. Standard Automatic Data Processing Knowledge**

Word Processing	: Working Knowledge
Spreadsheet	: Working Knowledge
Graphics Presentation	: Working Knowledge
Database	: Working Knowledge
eMail Clients/Web Browsers	: Working Knowledge
Web Content Management	: Not Required

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

- (a) Familiarity with EU and/or Belgian engineering standards and construction practices.
- (b) Basic technical knowledge of facility-related civil construction works.
- (c) Experience working in or with international organisations.
- (d) Experience in working on projects requiring multi-discipline co-ordination.
- (e) Knowledge of infrastructure and engineering installations at SHAPE Headquarters.
- (f) A working knowledge of the Installation Engineering Management System (IEMS).

### **2. Education/Training**

- (a) Trained user of a project management application.
- (b) University degree or graduate diploma in an engineering related discipline.
- (c) Chartered Engineer.
- (d) Member of a recognized professional institution or body.

### **3. Languages**

English	SLP 3333	(Listening, Speaking, Reading and Writing)
French	SLP 2222	(Listening, Speaking, Reading and Writing)

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent must be a mature and experienced technician capable of working independently.

- He/she uses judgement to select best repair or maintenance action to perform.
- Flexibility and interactive co-ordination is required for projects involving several disciplines in facility engineering.
- Professional judgement is needed to select optimum mix of equipment, parts and personnel to complete duties.
- The incumbent must be a pro-active individual with good communication skills, inter-personal sensitivity, persuasiveness and firmness.

### **2. Managerial Responsibilities**

- Manages the technical design effort and integration of other engineering disciplines into projects of a primarily construction engineering nature.
- Technically supervises the execution of construction engineering works to include contractor workmanship and co-ordination.
- Exercises primary responsibility of technical inspections for project compliance to standards and client requirements and for project acceptance at completion for about 30 to 40 projects annually.
- Liaises with external agencies and service providers.
- Undertakes role or is the Project Manager for construction biased multi-discipline projects.

### **3. Professional Contacts**

- Co-ordinates with individual and agency clients at SHAPE for conceptual design requirements and feasibility, progress reports and client co-ordination required during execution.
- Co-ordinates and negotiates with design and construction technicians and managers of external civilian contract firms to ensure proper design execution, compliant construction work, and fair costing and billing for SHAPE.

### **4. Contribution to the Objectives**

- Develops, largely through independent effort, expertise and experience in the design and planning of construction engineering works. Then technically supervises the effective implementation of the works and final recording of this information as part of the infrastructure at SHAPE.
- Ensures that the 30 to 40 construction engineering projects undertaken annually deliver value for money for SHAPE.

#### **5. Work Environment**

The work is normally performed in a typical Construction Site environment. Normal Working Conditions apply. The risk of injury is categorised as: Moderate Risk of Injury.

#### **D. REMARKS – N/A**

#### **NOTES:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.